

**Hispanic-Serving Institutions Education Grants Program
FY 2006 Grantees' Conference
September 5-8, 2006
800 9th Street, SW, Washington, DC 20024
(202) 720-1954**

Please Bring Your Business Cards!!

Day 3 Thursday September 7, 2006— Renaissance Hotel

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|-------------|--|
| 7:30-8:15 | Continental Breakfast and Registration |
| 8:15-8:25 | Welcome - Tom Fretz and Michael Harrington |
| 8:25-8:45 | Introduction and Objectives - Tom Fretz and Michael Harrington
What do you want to get out of this workshop? |
| 8:45-9:15 | Where to Look for Funds - Show Me the Money! - M. Harrington
Finding grants
Accessing information on funding and planning
Matching your idea to those of the agency
Assessing institutional support |
| 9:15-9:30 | Developing that Great Idea - Michael Harrington and Tom Fretz |
| 9:30 a.m. | Principles of Grant Writing- Part I - Tom Fretz and Michael Harrington
Organizing and writing your proposal
Essential elements of your proposal |
| 10:15-10:30 | <i>Break</i> |
| 10:30-11:30 | Principles of Writing Winning Grants - Part II - Michael Harrington and Tom Fretz
Developing measurable objective statements (15 min)
Procedures and Methods (15 min)
Evaluation (15 min)
Developing the budget (15 min)
Project summary or abstract (15 min) |
| 11:30-12:00 | Developing a Personal Strategic Plan - Michael Harrington
How can I increase my chances? |
| 12:00-1:15 | <i>Lunch (no speakers)</i>
<i>Video - Signed, Sealed and Delivered</i> |
| 1:15-1:45 | Organizing Integrated or Team Proposals - Tom Fretz
Defining the role of Extension
Finding a champion
Organizing a team proposal - Who's in charge?
Selecting the lead institution
Team communication and leadership |

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| 1:45-2:15 | Insights from Successful Grant Writers - A Panel |
| 2:15-2:45 | Preparing the Budget or What can your Research Administration Office do for you? –
TBD |
| 2:45-3:05 | Ethics of Grants Writing - Michael Harrington
Responsible conduct of research
Are there penalties?
Human and animal subjects
Confidentiality |
| 3:05-3:30 | Common Short-Comings in Grant Applications - Tom Fretz and Michael Harrington |
| 3:30 p.m. | Workshop Evaluation and Adjourn |